

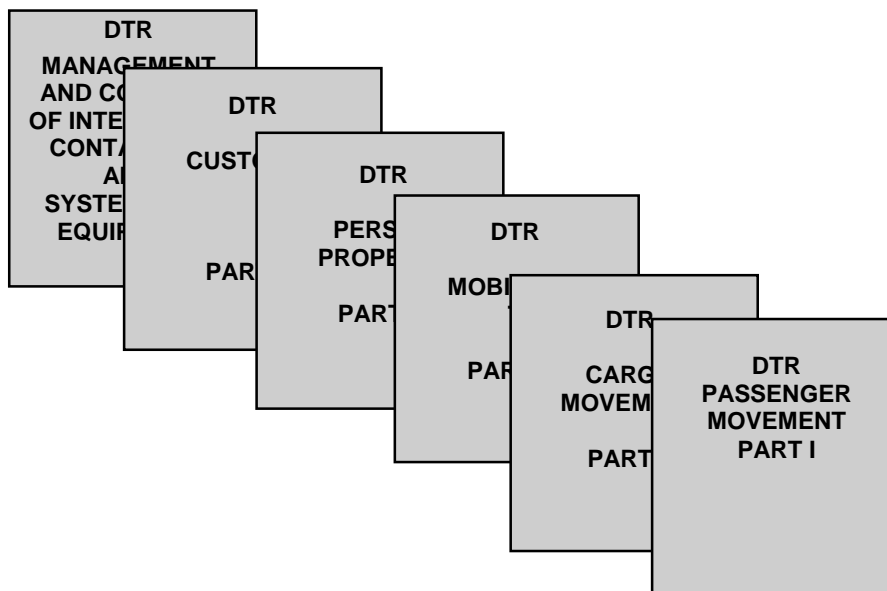


DOD 4500.9-R

DEFENSE TRANSPORTATION REGULATION

PART I

Passenger Movement



**September 2001
(Includes Change 1, July 2002)**

FOREWORD

This document is the revised Department of Defense (DOD) Regulation 4500.9-R, Defense Transportation Regulation Part I, Passenger Movement. It is issued under the authority of Deputy Under Secretary of Defense (Logistics) Memorandum, Defense Transportation Regulation (DTR), 4 August 1995 and the Under Secretary of Defense (Acquisition and Technology) Memorandum, Assignment of Defense Transportation Operational Regulations and Procedures Authority to Commander in Chief, U.S. Transportation Command (CINCTRANS), 18 November 1998. It implements DOD policies governing the use of DOD-owned and-controlled aircraft and sealift/airlift and establishes criteria for passenger movement. In accordance with DOD Directive 5158.4, United States Transportation Command, January 1993, the Commander-in-Chief United States Transportation Command is the DOD single manager for transportation (for other than Service unique or theater-assigned transportation assets). Strict adherence to the provisions of this regulation is essential to maintain the integrity of the DOD transportation system. This change updates provisions for the movement of passengers from, and within the Continental United States and Outside the Continental United States.

This change to DOD Regulation 4500.9-R, Part I, applies to the Office of the Secretary of Defense, Military Departments, Chairman and Joint Chiefs of Staff, Unified Commands, and the Defense Agencies (hereafter referred to collectively as the “DOD Components”). It also applies to travel and transportation for Uniformed Service members of the United States (US) Coast Guard, US Public Health Service officers, and National Oceanic and Atmospheric Administration Corps officers when cross-servicing agreements are in effect.

This change is effective immediately. To ensure uniformity, there is no provision for supplemental or unilateral modifications to this regulation and all DOD Components will distribute it for use at the operating level. The DOD Components may publish more detailed guidance if needed and will provide a copy to the US Transportation Command (USTRANSCOM)/TCJ4-LTP. Proposed changes to this regulation must be sent to USTRANSCOM/TCJ4-LTP after staffing through DOD component traffic management channels. No changes to the DTR may be made without prior coordination with the Military Services and other agencies when applicable.

The DOD Components may obtain copies of this regulation through their own publication channels and it is approved for public release; distribution unlimited. It is also available on the USTRANSCOM Web at <http://public.transcom.mil/j4/j4lt/dtr.html>. Authorized registered users may obtain copies of this regulation from the Defense Technical Information Center, 8725 John J. Kingman Road, Fort Belvoir, VA 22060. Other Federal Agencies and the public may obtain copies for a fee from the US Department of Commerce, National Technical Information Services, 5285 Port Royal, Springfield, VA 22161.

This regulation has been reviewed by the Per Diem, Travel and Transportation Allowance Committee in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case RR0101724.

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REFERENCES

(Each applies to the current edition, unless otherwise specified. Due to numerous reorganization efforts, the guidance in some of the references may have been or will be reissued in other publications. It may be necessary to consult a functional area expert to determine the most recent guidance.)

1. Air Force Instruction 24-101, Passenger Movement.
2. Air Force Instruction 36-2110, Assignments.
3. Air Force Instruction 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services System (MHSS).
4. Air Force Instruction 65-103, Temporary Duty Orders.
5. Air Force Interservice Manual (AFMAN) 24-204(I), Technical Manual (TM) 38-250, Marine Corps Order (MCO) P4030.19H, Naval Supply (NAVSUP) Pub 505, and Defense Logistics Agency Instruction (DLAI) 4145.3, Preparing Hazardous Materials for Military Air Shipments.
6. Air Mobility Command Instruction 65-602, TWCF Budget Operations, Concepts, and Accounts.
7. Chief of Naval Operations Instruction 4650.15, Navy Passenger Transportation Manual.
8. Code of Federal Regulations, Title 5, Part 2635, Standards of Ethical Conduct for Employees of the Executive Branch.
9. Code of Federal Regulations, Title 14, Part 243, Passenger Manifest Information.
10. Code of Federal Regulations, Title 49, Part 172, Subpart D, Marking.
11. Code of Federal Regulations, Title 49, Part 172, Subpart E, Labeling.
12. Code of Federal Regulations, Title 49, Part 172.101, Purpose and Use of Hazardous Materials Table.
13. Code of Federal Regulations, Title 49, Part 173, Shippers—General Requirements for Shipments and Packagings.
14. Code of Federal Regulations, Title 49, Part 175, Carriage by Aircraft.
15. Defense Finance and Accounting Service-Denver 7010.3-R, Travel Transactions at Base Level.
16. Defense Finance and Accounting Service -Indianapolis Regulation 37-1, Finance and Accounting Policy Implementation.

17. Department of Defense Directive 4140.1, Materiel Management Policy.
18. Department of Defense Directive 4500.43, Operational Support Airlift (OSA).
19. Department of Defense Directive 4500.56, DOD Policy on the Use of Government Aircraft and Air Travel.
20. Department of Defense Directive 5010.38, Management Control (MC) Program.
21. Department of Defense Directive 5158.4, United States Transportation Command.
22. Department of Defense Directive 5210.56, Use of Deadly Force and the Carrying of Firearms by DOD Personnel Engaged in Law Enforcement and Security Duties.
23. Department of Defense Instruction 4000.19, Interservice and Intragovernmental Support.
24. Department of Defense Instruction 4100.31, Reports on Single Manager Operations.
25. Department of Defense Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies.
26. Department of Defense Instruction 4500.42, DOD Transportation Reservation and Ticketing Services.
27. Department of Defense Regulation 4515.13-R, Air Transportation Eligibility.
28. Department of Defense Regulation 5200.1-R, Information Security Program.
29. Department of Defense Regulation 5500.7-R, Joint Ethics Regulation, Chapter 2, Standards of Ethical Conduct.
30. Department of Defense Regulation 5500.7-R, Joint Ethics Regulation, Chapter 4, Section 2, DOD Guidance.
31. Deputy Under Secretary of Defense (Logistics) Memorandum, Defense Transportation Regulation (DTR), 4 August 1995.
32. Joint Federal Travel Regulations, Volume 1, Uniformed Service Members.
33. Joint Federal Travel Regulations, par. U2010, Member's Responsibility.
34. Joint Federal Travel Regulations, par. U2100, General.
35. Joint Federal Travel Regulations, par. U2115, Orders for Travel and Reimbursement.
36. Joint Federal Travel Regulations, par. U3015, Accompanied Baggage Transportation.
37. Joint Federal Travel Regulations, par. U3120, Arranging Official Travel.

38. Joint Federal Travel Regulations, par. U3125, Commercial Air Transportation.
39. Joint Federal Travel Regulations, par. U3130, Commercial Ship Transportation.
40. Joint Federal Travel Regulations, par. U3130-F, US Registry Ship Use.
41. Joint Federal Travel Regulations, par. U3135, Train Transportation.
42. Joint Federal Travel Regulations, par. U3415-C, Reimbursement for Special Conveyance Use.
43. Joint Federal Travel Regulations, par. U5018, Meal Tickets.
44. Joint Federal Travel Regulations, par. U5116, PCS To, From, Or Between OCONUS Points.
45. Joint Federal Travel Regulations, par. U5116-E, Reimbursement When Member Performs Circuitous Travel.
46. Joint Federal Travel Regulations, par. U5237, Dependents' Transportation When Transportation Documents or Funds Are Lost or Stolen.
47. Joint Federal Travel Regulations, par. U7205, Transportation in Personal Emergencies.
48. Joint Federal Travel Regulations, par. U7400, Prior Orders.
49. Joint Federal Travel Regulations, par. U7601, Escorts Accompanying Remains of Deceased Members.
50. Joint Federal Travel Regulations, Chapter 5, Part C, Dependent Travel and Transportation Allowances.
51. Joint Federal Travel Regulations, Chapter 7, Travel and Transportation Allowances Under Special Circumstances and Categories.
52. Joint Travel Regulations, Chapter 1, Part D, Gifts, Gratuities and Other Benefits Received from Commercial Sources Incident to Performance of Official Travel.
53. Joint Travel Regulations, Chapter 6, Part J, Emergency Travel of Employee Due to Illness or Injury or a Personal Emergency Situation Anywhere in the World.
54. Joint Travel Regulations, Chapter 7, Dependent Travel and Transportation Allowances.
55. Joint Travel Regulations, par. C1058, Prudence in Travel.
56. Joint Travel Regulations, par. C1200-G, Frequent Traveler Program Benefits.
57. Joint Travel Regulations, par. C2102-D, Insurance on a Rented Automobile.

58. Joint Travel Regulations, par. C2156, Permanent Duty Travel Involving Ocean-Going Car Ferries.
59. Joint Travel Regulations, par. C2201, Unused Accommodations, Downgraded, Or Oversold Transportation Services.
60. Joint Travel Regulations, par. C2203, Accommodations On Trains.
61. Joint Travel Regulations, par. C2205, Commercial Ship Transportation.
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63. Joint Travel Regulations, par. C2207, Arranging Official Travel.
64. Joint Travel Regulations, par. C3050, Authorization in Writing.
65. Joint Travel Regulations, par. C6062, Escort(s) for Employee Remains.
66. Marine Corps Order P4600.7, Marine Corps Transportation Manual.
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68. Memorandum of Understanding, Support of Service Members on Delayed Airlift Service Industrial Fund (ASIF) Aircraft Between the Armed Services and Single Manager Operating Agency for Airlift Service.
69. Office of the Administrator Publication, 1025.2, Information Security.
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76. United States Code, 49 U.S.C. § 40118, Government-Financed Air Transportation.
77. United States Code, 49 U.S.C. § 41113, Aviation Disaster Family Assistance Act.

78. United States Code, 50 U.S.C. § 196, Emergency Foreign Vessel Acquisition; Purchase Or Requisition Of Vessels Lying Idle In United States Waters.
79. United States Transportation Command Regulation 110-5, United States Transportation Command (USTRANSCOM) Acquisition Oversight Group (AOG).
80. United States Military Entrance Processing Command Regulation 55-2, Enlistee Travel.

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Air Force Interservice Manual 24-204 (I), Preparing Hazardous Materials for Military Air Shipments: <https://www.afmc-mil.wpafb.af.mil/HAZMAT/AFJMAN.htm> or [http://afpubs.hq.af.mil/pubfiles/af/24/afman24-204\(i\)/afman24-204\(i\).pdf](http://afpubs.hq.af.mil/pubfiles/af/24/afman24-204(i)/afman24-204(i).pdf)

Air Mobility Command (AMC) Channel Sequence Listing:
<https://tacc.scott.af.mil/Directorates/xog/docs/sequence.pdf>

Air Mobility Command (AMC) Master Solicitation (Airlift): <http://www.fedbizopps.gov>
Go to FedBizOpps for vendors (click on)
Go to USAF (click on offices)
Go to Air Mobility Command (click on locations)
Go to AMC/DOY (click on posted dates)
Go to MASTER SOLICITATION

Code of Federal Regulations (CFR) Title access: <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

Defense Transportation Regulation (DTR): <http://public.transcom.mil/j4/j4lt/dtr.html>
DTR also available on MTMC web page at: <https://www.mtmc.army.mil>

Defense Finance and Accounting Service (DFAS): <http://www.dfas.mil>

DOD Approved and CRAF Carriers: <https://business.transcom.mil> (select Components, Air Mobility Command, Directorates & DRUs, DO, DO Divisions, DOB, and DOD Approved Carrier List)

DOD Forms: <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>

DOD Publications: <http://www.dtic.mil/whs/directives/>

Army Field Manuals (FMs): <http://www.usapa.army.mil/>

Air Force Publications: <http://afpubs.hq.af.mil>

Navy Publications: <http://neds.nebt.daps.mil>

Marine Corps Publications: <http://www.usmc.mil>

Foreign Clearance Guide (FCG): <http://www.fcg.pentagon.mil/>

Fly America Act: http://policyworks.gov/org/main/mt/homepage/mtt/fttr/newfttr/301-10_135.html

GATES: <https://gates.scott.af.mil/gates.htm>

Global Transportation Network (GTN): <http://www.gtn.transcom.mil/public>

GSA Airline City Pairs: <http://www.gsa.gov> then select Travel on Government Business and Air Travel/City Pairs

International Air Transportation Association (IATA): <http://www.iata.org>

International Civil Aviation Organization (ICAO): <http://www.icao.int>

Joint Federal Travel Regulations (JFTR): <http://www.dtic.mil/perdiem/trvlregs.html>

Joint Publications at the Joint Electronic Library(JEL): <http://www.dtic.mil/doctrine/jel/index.html>

Joint Travel Regulations (JTR): <http://www.dtic.mil/perdiem/trvlregs.html>

Military Air Transportation Agreement (MATA): <https://public.scott.af.mil/hqamc/do/DOY.htm>

Military Assistance Program Address Directory/Code (MAPAD/MAPAC):
<https://daynt6c.daas.dla.mil/dodaac/mapac.htm>

Military Traffic Management Command (MTMC): <https://www.mtmc.army.mil>

For:

Military bus Agreement (MBA)

Military rail Agreement (MRA)

US Government Car Rental Agreement

US Government Truck Rental Agreement

Go to MTMC Web site: then select Passenger and Carriers & Programs

Per Diem Committee: <http://www.dtic.mil/perdiem/>

Pet Waiver: <https://tacc.scott.af.mil/directorates/xog/prc.asp>

US Government Department of Defense Airlift Rates and US Government Non-Department of
Defense Rate Tariffs: <https://public.scott.af.mil/hqamc/fm/rates.htm>

DEFINITIONS

1. **Acquired Dependent**. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty.
2. **Active Duty**. Full-time duty in the active military service of the United States. This includes members of the Reserve components serving on active duty or full-time training duty, but does not include full-time National Guard duty.
3. **Actual Placement**. The placing of a carrier conveyance in an accessible position for loading or unloading, or at a place previously designated by the consignor or consignee.
4. **Aerial Port**. An airfield that has been designated for sustained air movement of personnel and materiel as well as an authorized port of entrance into or departure from the country where located.
5. **Aerial Port of Debarkation (APOD)**. The geographic point (air) at which cargo or personnel are discharged. For unit requirements; it may or may not coincide with the destination.
6. **Aerial Port of Embarkation (APOE)**. The geographic point (air) in a routing scheme from which cargo or personnel depart. For unit and nonunit requirements; it may or may not coincide with the origin.
7. **Agency**. An agency includes: An Executive agency, as defined in 5 U.S.C. §101; A military department; An office, agency or other establishment in the legislative branch; An office, agency or other establishment in the judicial branch; and The Government of the District of Columbia. An agency does not include: A Government-controlled corporation; A member of Congress; or An office or committee of either House of Congress or of the two Houses.
8. **Air Charter Service**. Air transportation procured under an arrangement with an air carrier for the exclusive use of one or more aircraft.
9. **Air Evacuation Patient**. The moving of any person by air who is wounded, injured, or ill to and/or between medical treatment facilities.
10. **Airlift Control Flight (ALCF)**. Designation of an Air Force Reserve or Air National Guard equivalent of an Air Mobility Control Squadron. When deployed under the direct command of Headquarters (HQ) Air Mobility Command (AMC) or HQ AMC Tanker Airlift Control Center, their duties and responsibilities are the same as an Air Mobility Control Squadron or Air Mobility Control Flight.
11. **Airlift Control Squadron (ALCS)**. Designation for an Air Combat Command equivalent of an Air Mobility Control Squadron. When deployed under the direct command of Headquarters (HQ) Air Mobility Command (AMC) or HQ AMC Tanker Airlift Control Center, their duties and responsibilities are the same as an Air Mobility Control Squadron.

12. **Airline City Pairs Contract Route**. A route between two cities that has been contracted by the General Services Administration for official travel with a specific scheduled service airline at a contracted fixed rate. (Some routes have two levels of coach class city pairs—capacity controlled and non-capacity controlled.)
13. **Air Mobility Command (AMC)**. An Air Force major command and United States Transportation Command Air Force component with the primary responsibility for Department of Defense airlift.
14. **Air Mobility Command (AMC) Channel Structure**. Aerial Port of Embarkation and Aerial Port of Debarkation pairs between which common-user airlift may be provided on a scheduled basis. A channel does not represent actual aircraft routing, although the two may be the same.
15. **Air Mobility Control Flight (AMCF)**. Designation for an Outside Continental United States Air Mobility Control Unit. These units are part of an Air Mobility Control Squadron. They are smaller in composition, but provide the same duties and responsibilities of an Air Mobility Control Squadron.
16. **Air Mobility Squadron (AMS)**. Provides a cadre of personnel to deploy worldwide and establish command and control capabilities at locations where insufficient or no operational support exists for air mobility assets. AMSs operate Tanker Airlift Control Elements, deploy mission support teams, conduct airfield surveys, and conduct Air Mobility Command affiliation training.
17. **Air Movement Designator (AMD)**. An alphanumeric code assigned according to established codes to identify the originating and destination station, priority, type travel, and sponsoring activity in whose interest a passenger is being moved.
18. **Air Taxi Service**. Air transportation in aircraft having a gross takeoff weight of less than 12,500 pounds and operating under the requirements of federal and state bodies.
19. **Air Terminal**. A facility on an airfield that functions as an air transportation hub and accommodates the loading and unloading of aircraft and the intransit processing of traffic. The airfield may or may not be designated an aerial port.
20. **Air Terminal Operations Center (ATOC)**. The command and control element of an aerial port that performs aircraft load planning and airlift capability forecasting. Provides air terminal information control. Performs lost and damaged cargo investigations. Performs ramp coordination duties, computer operations, and system administration. Maintains station files and prepares reports.
21. **Ammunition/Explosives**. A device charged with explosives, propellants, and pyrotechnics, initiation composition of nuclear, biological, or chemical material for use in connection with defense of offense, including demolition. This also includes ammunition used for training, ceremonial, or non-operational purposes. Also called munitions.

22. **Appeal**. A procedure that allows reconsideration of a carrier in non-use or disqualified status.
23. **Area of Operation**. A specifically defined geographic area established by a transportation office within an area of responsibility for traffic distribution purposes. Areas of operation are established in response to the specific economic and transportation sectors existing in an area of responsibility to facilitate an efficient working relationship with Department of Defense-approved carriers.
24. **Area of Responsibility (AOR)**. The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations. In naval usage, a predefined area of enemy terrain for which supporting ships are responsible for covering by fire on known targets or targets of opportunity and by observation.
25. **Armed Forces (Military Services)**. The military forces of a nation or a group of nations.
26. **Armed Forces of the United States**. A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard. (Also see “United States Armed Forces.”)
27. **Arrival Airfield Control Group (AACG)**. An organization that receives transported units’ personnel and equipment from the Air Force carrier and controls them until released to their parent unit.
28. **Baggage**. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. (NOTE: Baggage may accompany a traveler or be transported separately.)

Accompanied Baggage. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers’ tariffs on a transportation ticket.

Unaccompanied Baggage. That part of a member’s prescribed weight allowance of HHG that is not carried free on a ticket used for personal travel, ordinarily is transported separately from the major bulk of household goods (HHG), and usually is transported by an expedited mode because it’s needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

29. **Best Value**. Selection of contractors/carriers to support Defense Transportation System requirements will utilize a best value approach, based on determining factors such as quality of service, past performance, cost/price, claims experience, ability to perform service within stated requirements, and carrier commitment of transportation assets to readiness support. Under the best value approach, cost is not the only factor in carrier selection. Past performance factors include but are not limited to; on-time pickup and delivery percentage, lost or damaged cargo percentage, number of claims, and provider availability. Service factors include, but are not limited to carrier ability to provide responsible and reliable service, routing, and ability to provide in-transit visibility and commitment of transportation assets to readiness support.
30. **Blue Bark**. United States (US) military personnel, US citizen civilian employees of the Department of Defense, and the dependents of both categories who travel in connection with the death of an immediate family member. It also applies to designated escorts for dependents of deceased military members. Furthermore, the term is used to designate the personal property shipment of a deceased member.
31. **Calendar Days**. Consecutive days without regard to weekends or holidays.
32. **Carrier**. Any individual, company, or corporation commercially engaged in transporting cargo or passengers between two points.
33. **Category B and M Airlift**. Category B is an Air Mobility Command-procured full plane charter on commercial aircraft. Category B is also known as Patriot Express. Category M is travel on military aircraft configured for both passenger and cargo.
34. **Centrally Billed Accounts**. An account for the purchase of official transportation tickets established between the Government and the General Services Administration SmartPay Contractor.
35. **Channel Airlift**. Common-user airlift service provided on a scheduled basis between two points. There are two types of channel airlift. A requirements channel serves two or more points on a scheduled basis depending on the volume of traffic; a frequency channel is time-based and serves two or more points at regular intervals.
36. **Channel Sequence Listing**. A listing of approved active Air Mobility Command (AMC) channels prepared annually by AMC and distributed to all users of AMC airlift.
37. **Channel Traffic**. Passengers moving over established worldwide routes served by either scheduled Department of Defense aircraft under the control of the Air Mobility Command (AMC) or commercial aircraft under contract to and scheduled by AMC.
38. **Circuitous Route**. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

39. **Civil Agencies.** All agencies in the federal government other than Department of Defense installations and activities, e.g., General Services Administration.
40. **Claim.** A written legal demand for payment of goods lost or damaged in shipment.
41. **Claim Office.** The office responsible for filing claims on behalf of the Department of Defense against carriers, contractors, stevedores, or vendors for loss or damage resulting from movement of government-owned property, e.g., the finance center for continental United States commercial carriers; Military Sealift Command for commercial ocean carriers; the responsible contracting officer for contractors, stevedores, and vendors.
42. **Classified Material/Matter.** Official information or matter, in any form or of any nature, which requires protection in the interest of national security. Material is classified CONFIDENTIAL or SECRET under DOD 5200.1-R, Information Security Program.
43. **Close Blood or Affinitive Relative.** A permanent member of a household, a resident in the household of a member, a Department of Defense civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. This does not apply to a dependent as defined in "Dependent" below.
44. **Closure.** The process of a unit arriving at a specified location.
45. **Command Arrangement Agreements (CAA).** An agreement made between Commanders in Chief that establishes procedures, relationships, and delineates responsibilities.
46. **Command Sponsored Dependent.** Dependent(s) residing with a member at an Outside Continental United States location where an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who meet the following conditions: 1. Is eligible to travel to the member's permanent duty station (PDS) incident to the permanent change of station (PCS) orders (except for acquired dependents and children born after the effective date of PCS orders.). 2. Is authorized by the appropriate authority to be at the member's PDS, and 3. The member is entitled to station allowances at the with-dependents rate on behalf of the dependent(s) as a result of their residence in the vicinity of the member's PDS.
47. **Commercial Air Movement.** A passenger group booking (either full plane charter or a group block of seats on a commercial flight) arranged by the Air Mobility Command.
48. **Commercial Carrier.** Common, contract, for-hire, and private carriers.
49. **Commercial Travel Office (CTO).** The commercial activity providing full range of commercial travel and ticketing services at a Department of Defense installation under a contract or memorandum of understanding.
50. **Common-User Lift.** United States Transportation Command-controlled lift: The pool of strategic transportation assets either government-owned or chartered that are under the operational control of Air Mobility Command, Military Sealift Command, or Military Traffic Management Command for the purpose of providing common-user transportation

to the Department of Defense across the range of military operations. These assets range from common-user organic or chartered pool of common-user assets available day-to-day to a larger pool of common-user assets phased in from other sources.

51. **Constrained Environment**. Transportation lift assets are in short supply. Movement requirements exceed asset availability.
52. **Constructive Placement**. When a carrier conveyance cannot be placed for loading, unloading, or at a point previously designated by the consignor or consignee, and is placed elsewhere, it is considered as being under constructive placement and subject to tariff rules and charges.
53. **Continental United States (CONUS)**. United States territory, including the adjacent territorial waters, located within North America between Canada and Mexico.
54. **Contingency Aerial Port**. Standby aerial ports which can be activated for cargo operations during emergencies.
55. **Contract Administration Office**. The activity responsible for administering the contract against which the shipment was made.
56. **Contract Air**. Air travel over a specified route with a binding contract between the government and a commercial carrier.
57. **Customer**. Any authorized user of the Defense Transportation System.
58. **Customer Identification Code (CIC)**. A combination of code numbers and letters used for customer identification and billing purposes when passengers are airlifted by an activity financed through Transportation Working Capital Funds.
59. **Customer Service Branch (CSB)**. An Air Mobility Command functional branch representing the Services at aerial ports of embarkation for the purpose of providing passenger assistance and coordinating the flow of all air traffic (cargo and passengers) routed into the Defense Transportation System.
60. **Defense Transportation System (DTS)**. That portion of the Nation's transportation infrastructure that supports Department of Defense (DOD) common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the DOD, except for those that are Service-unique or theater-assigned.
61. **Defense Travel System (DTS)**. A DOD initiative that will allow the traveler to coordinate and arrange temporary duty (business) travel including reservations and travel voucher preparation, approval and submission.
62. **Denied Boarding Compensation**. A monetary allowance paid by an air carrier to a traveler holding a confirmed reservation when the carrier is unable to provide the reserved space.

63. **Department of Defense (DOD) Aircraft.** An aircraft owned or controlled by any DOD activity or component, includes planes chartered or leased for periods greater than 90 days.
64. **Department of Defense (DOD) Components.** The Office of the Secretary of Defense (OSD) and activities administratively supported by the OSD; the Military Departments; the Chairman, Joint Chiefs of Staff; the Unified Commands; and the Defense Agencies.
65. **Department of Defense (DOD) Foreign Clearance Guide.** A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries.
66. **Dependent.** The use of the word “dependent” in this regulation must be as defined in Joint Federal Travel Regulations, Volume 1, Appendix A, for uniformed Service members; and Joint Travel Regulations, Volume 2, Appendix A, for civilians.
67. **Diversion.** A change made in the route of a shipment while in transit. (See Reconsignment.)
68. **Domicile.** An individual’s home of record, place from which called (or ordered) to active duty, place of first enlistment, or place of permanent legal residence.
69. **Electronic Commerce.** Conducting business transactions and information exchange using automation and telecommunications without paper documents.
70. **Electronic Data Interchange (EDI).** Computer to computer exchange of business data using standards jointly developed by standard groups such as American National Standards Institute or Electronic Data Interchange Agency.
71. **Embargo.** To restrict or prohibit an acceptance or movement of freight or passengers.
72. **Employee.** An individual: employed by an agency, regardless of status or rank; employed intermittently as an expert or consultant and paid on a daily when actually employed basis; serving without pay or at \$1 a year (also referred to as “invitational traveler”).
73. **Escort(s) or Courier(s), Transportation.** United States Government members or civilian employees, or Department of Defense (DOD) contractor employees responsible for continuous surveillance and control over movements of classified material. Individuals designated as escorts or couriers must possess a DOD-issued security clearance at least equal to the level of classification of the material being transported.
74. **Expediting.** Actions taken to ensure movement to destination in the shortest time possible.
75. **Fare.** Per person charge set by a carrier for passenger service.
76. **Frequency Channels.** A frequency channel may be set up when traffic requirements do not support the desired frequency of service. Frequency channels may be requested on the basis of operational necessity for support of a mission sensitive area or for quality of life purposes to remote areas.

77. **Global Transportation Network (GTN)**. The designated Department of Defense (DOD) in-transit visibility system, providing customers with the ability to track the identity, status and location of DOD units and non-unit cargo, passengers, patients, forces, and military and commercial airlift, sealift, and surface assets from origin to destination across the range of military operations. The GTN collects, integrates, and distributes transportation information to combatant commanders, Services, and other DOD customers. GTN provides the United States Transportation Command with the ability to perform command and control operations, planning and analysis, and business operations in tailoring customer requirements throughout the requirements process.
78. **Government Travel Services (GTS)**. The system for centrally billed account management. This system is used in the Defense Travel Regions contracted by the Military Traffic Management Command. It is designed to charge passenger transportation costs (air and rail), reconcile transactions, verify and certify bills in accordance with financial management policies. This system involves the traveler, the Commercial Travel Office, the Travel Card Vendor, the Account Manager, and the Government Paying Office.
79. **Group Passenger Movement**. Under the Military Air Transportation Agreement: A movement of 21 or more members traveling as a group, under the same orders (either permanent change of station or temporary duty/temporary additional duty) for which transportation will be furnished by government conveyance or government travel request from the same origin to the same destination. Movement could include locations enroute as specified on the orders. Under the General Service Administration Airline City Pairs Program: A movement of 10 to 20 members traveling as a group, under the same orders (either permanent change of station or temporary duty/temporary additional duty) for which transportation will be furnished by government conveyance or government travel request from the same origin to the same destination. Movement could include locations enroute as specified on the orders.
80. **Hazardous Material**. A substance or material which has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, and elevated temperature materials as defined in this section, materials designated as hazardous under the provisions of 49 CFR, Part 172.101 and materials that meet the defining criteria for hazard class and divisions in 49 CFR, Part 173.
81. **Installation**. A post, camp, station, air base, naval base, yard, base complex, or port.
82. **Installation Transportation Officer ITO**. See Transportation Officer.
83. **Intercity Bus**. Coaches used for movement of any distance.
84. **International Air Transport Association (IATA)**. Association of member airlines and developer of IATA Dangerous Goods Code that is used as a reference and unofficial guidance for air shipment of hazardous material. The IATA Dangerous Goods Code includes special restrictions imposed by its member airlines.

85. **International Civil Aviation Organization (ICAO)**. Official ruling body for commercial air shipment of hazardous material and publisher of the official ICAO Dangerous Goods Code.
86. **Intertheater**. Between theaters or between the continental United States and theaters. Also see “Intertheater Traffic”.
87. **Intertheater Traffic**. Traffic between theaters exclusive of that between the continental United States and theaters.
88. **Intracity Bus**. Coaches used for movements of 60 miles or less.
89. **In-Transit Visibility (ITV)**. The ability to track the identity, status, and location of Department of Defense (DOD) unit and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers; medical patients; and personal property from origin to consignee or destination across the range of military operations.
90. **Inratheater**. Within a theater.
91. **Inratheater Traffic**. Traffic within a theater.
92. **Joint Operation Planning and Execution System (JOPES)**. An information system designed to satisfy needs for conventional command and control by national and theater-level commanders and their staffs in the conduct of joint planning and operations. JOPES is used to monitor, plan, and execute mobilization, deployment, employment, sustainment, and redeployment activities associated with joint operations.
93. **Joint Mobility Control Group (JMCG)**. The JMCG is a key end state objective of the United States Transportation Command’s (USTRANSCOM) Strategic Plan. It is the focal point to orchestrate and optimize Defense Transportation System operations in support of Unified Commanders and other customers in need of Transportation support. The JMCG is comprised of the command center elements at USTRANSCOM and each Transportation Component Command, organized by Customer Service Teams and linked by real time Command, Control, Communications, and Computer systems.
94. **Joint Transportation Board (JTB)**. Responsible to the Chairman of the Joint Chiefs of Staff, the JTB assures that common-user transportation resources assigned or available to the Department of Defense (DOD) are allocated to achieve maximum benefit in meeting DOD objectives.
95. **Julian Date**. This date chain, composed of a four-digit numeric figure, indicates the year and day of the year. This four-digit number is composed of the last number of the year and day of the year, in that sequence. Example: 25 August 2001 = 1237.
96. **Local Flight**. A continuous flight performed within the local flying area that terminates at the point of origin.

97. **Manifest**. A document specifying, in detail, the passengers or items carried for a specific destination.
98. **Member (Uniformed Services)**. A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (NOTE: “Retired person” includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.)
99. **Military Impedimenta (MI)**. All equipment owned and controlled by a unit and carried on the Unit Property Books (Table of Organization and Equipment) and moving simultaneously or in conjunction with troops. MI consists of material such as weapons, vehicles, tools, housekeeping equipment, records, training aids, and limited quantities of spare parts and other consumables normally in the possession of the unit. May also be referred to as equipment to accompany troops.
100. **Military Sealift Command (MSC)**. A major command of the United States Navy and the United States Transportation Command’s component command responsible for designated common-user sealift transportation services to deploy, employ, sustain, and redeploy United States forces on a global basis.
101. **Military Services**. The United States (US) Army, US Navy, US Air Force, US Marine Corps, and US Coast Guard.
102. **Military Traffic Management Command (MTMC)**. A major command of the United States (US) Army and the US Transportation Command’s component command responsible for designated continental US land transportation as well as common-user ocean terminal and traffic management service to deploy, employ, sustain, and redeploy US forces on a global basis.
103. **Mobility Control Center (MCC)**. The United States Transportation Command MCC is the single location for managing all movement requirements. The MCC is comprised of requirements and customer service teams, and includes a meteorological and oceanographic cell, a medical cell, and an intelligence representative. With the implementation of the Joint Mobility Control Group, the MCC serves as the single face to the customer on all requirements moving within the Defense Transportation System.
104. **Mode of Transport**. The various modes used for a movement. For each mode, there are several means of transport. They are (a) inland surface transportation (rail, road, and inland waterway); (b) sea transport (coastal and ocean); (c) air transportation; and (d) pipelines.
105. **Munition(s)**. A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, chemical material, and all similar or related items or components, explosive in nature, for use in military operations, including demolitions. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes. Also called ammunition. NOTE: In common usage, “munitions” (plural) can be military weapons, ammunition, and equipment.

106. **Naval Transportation Support Center (NAVTRANS)**. Provides worldwide transportation/physical distribution services for United States Navy afloat and ashore activities plus pay and accounting services for Navy transportation.
107. **No Show**. Passengers who fail to show up for a scheduled flight/ride.
108. **Official Travel**. Authorized travel and assignment solely in connection with business of the Department of Defense or the Government.
109. **Operational Support Airlift (OSA)**. OSA missions are movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements.
110. **Opportune Airlift**. Any aircraft not on a scheduled channel mission which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission and the portion of airlift capability available for use after planned mission requirements have been met.
111. **Organic Airlift**. Airlift provided by aircraft owned/operated by each Service.
112. **Organic Asset**. Department of Defense, theater, or tactical-owned assets.
113. **Overseas**. All locations, including Alaska and Hawaii, outside the continental United States.
114. **Passenger Reservation Center (PRC)**. The Air Mobility Command activity that makes reservations for international air passenger travel on Category B and M airlift.
115. **Passenger Standing Route Order (PSRO)**. A PSRO is designed to support repetitive Department of Defense travel requirements and must be arranged through the Military Traffic Management Command.
116. **Patriot Express**. Air Mobility Command charter flights that transport Department of Defense passengers internationally. Also known as Category B.
117. **Planeload**. Planeload is determined by the configuration and model of each aircraft on any regularly scheduled commercial route. Local Commercial Travel Offices can provide exact number of passenger seats available on any given aircraft, to ensure the Transportation Office does not exceed their authority for less-than-planeload bookings or routings.
118. **Port of Debarkation (POD)**. The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements; it may or may not coincide with the destination.
119. **Port of Embarkation (POE)**. The geographic point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to a port of debarkation; for unit and nonunit requirements, it may or may not coincide with the origin.

120. **Priority**. Precedence for movement of traffic.
121. **Quality Assurance**. Those actions taken by the government to assure services meet the requirements in the statement of work.
122. **Quality Assurance Evaluation Program**. The plans and procedures developed to implement and administer quality assurance requirements of this instruction for an installation.
123. **Quality Assurance Evaluator (QAE)**. A functionally qualified person who performs quality assurance functions for a contracted service.
124. **Required Use**. Presidential or Secretary of Defense-designated travelers that are required to use military aircraft due to one or more of the following: continuous requirement for secure communications; for security; or for responsive transportation to satisfy exceptional scheduling requirements dictated by frequent short-notice travel, which makes commercial transportation unacceptable.
125. **Requirement Channel**. An Air Mobility Command channel that services two points on a recurring basis, with actual movements dependent on volume of traffic.
126. **Sea Port of Embarkation (SPOE)**. An authorized point of departure from a foreign country or the United States located at a water port.
127. **Security Classification**. A category to which national security information and material is assigned to denote the degree of damage that unauthorized disclosure of which could cause national defense or foreign relations of the United States and to denote the degree of protection required. There are three such categories:
- TOP SECRET** -- National security information or material that requires the highest degree of protection and the unauthorized disclosure could cause exceptionally grave damage to the national security.
- SECRET** -- National security information or material that requires a substantial degree of protection and the unauthorized disclosure could cause serious damage to the national security.
- CONFIDENTIAL** -- National security information or material that requires protection and the unauthorized disclosure of which could reasonably be expected to cause damage to the national security.
128. **Service-Unique**. Equipment, operations, and resources that are specific to individual Department of Defense Component commands.
129. **Single Manager**. A Military Department or Agency designated by the Secretary of Defense to be responsible for management of specified commodities or common-Service activities on a Department of Defense-wide basis.

130. **Space Available Travel**. The specific program of travel authorized by Department of Defense 4515.13-R, Air Transportation Eligibility, allowing authorized passengers to occupy Department of Defense aircraft seats that are surplus after all space required passengers have been accommodated.
131. **Space Required Travel**. Mission essential traffic as identified in Department of Defense 4515.13-R, Air Transportation Eligibility.
132. **Special Air Mission (SAM)**. Presidential-directed special missions.
133. **Special Assignment Airlift (SAA)**. All domestic requirements and those requiring special pickup or delivery by the Air Mobility Command (AMC) at points other than those within the established AMC route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo, or other special factors.
134. **Special Assignment Airlift Mission (SAAM)**. A mission performing special assignment airlift.
135. **Special Assignment Airlift Requirements**. Airlift requirements, including Chairman of the Joint Chiefs of Staff-directed or-coordinated exercises, that require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors that preclude the use of channel aircraft.
136. **Sponsoring Service**. Department of Defense Component that validates initial requirements and is sponsoring a particular activity, movement, or operation.
137. **Status of Forces Agreement (SOFA)**. An agreement that defines the legal position of a visiting military force deployed in the territory of a friendly state. Agreements delineating the status of visiting military forces may be bilateral or multilateral. Provisions pertaining to the status of visiting forces may be set forth in a separate agreement, or they may form a part of a more comprehensive agreement. These provisions describe how the authorities of a visiting force may control members of that force and the amenability of the force or its members to the local law or to the authority of local officials. To the extent that agreements delineate matters affecting the relations between a military force and civilian authorities and population, they may be considered as civil affairs agreements.
138. **Strategic Transportation**. Movement between theaters or between the continental United States and a theater.
139. **Supported Service or Agency**. Military services or agency whose cargo/passengers are being moved.
140. **Sustainment**. The provision of personnel, logistic, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or of the national objective.

141. **Tanker Airlift Control Element Cadre.** All personnel permanently assigned to an Air Mobility Control Squadron/Air Mobility Control Flight/Airlift Control Squadron or Airlift Control Flight to support airlift operations.
142. **Tanker Airlift Control Element (TALCE).** A mobile command and control organization deployed to support strategic and theater air mobility operations at fixed, en route, and deployed locations where air mobility operational support is nonexistent or insufficient. A TALCE provides on-site management of air mobility airfield operations to include command and control, communications, aerial port services, maintenance, security, transportation, weather, intelligence and other support functions, as necessary. The TALCE is composed of mission support elements from various units and deploys in support of peacetime, contingency, and emergency relief operations on both planned and “no notice” basis.
143. **Theater.** The geographic area outside continental United States for which a commander of a combatant commander has been assigned responsibility.
144. **Theater-Assigned Transportation Assets.** Transportation assets that are assigned under the combatant command (command authority) of a geographic combatant commander.
145. **Theater Commander-in-Chief (CINC).** The commander of a unified command having responsibility and control for military operations in a designated geographical area.
146. **Traffic.** Cargo, mail, passengers, patients, security courier material, accompanied baggage, and human remains. Outbound traffic is that which originates in the continental United States (CONUS) and is destined for an area outside of CONUS (OCONUS). Inbound traffic is that which originates OCONUS and is destined to or moving in the general direction of the CONUS.
147. **Traffic Management.** The direction, control and supervision of all functions incident to the procurement and use of freight and passenger transportation services.
148. **Transportation Agent.** Individual designated in writing (in accordance with Service directives) to assume responsibilities of the Transportation Officer (TO). These responsibilities may include administering and/or signing contracts and other documentation which would normally require the signature of the TO and performing service-unique procedures, etc.
149. **Transportation Component Command (TCC).** The three component commands of United States Transportation Command: Air Force Air Mobility Command; Navy Military Sealift Command; and Army Military Traffic Management Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions.
150. **Transportation Officer (TO).** Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer, Traffic Manager, Traffic Management Officer, Passenger

Transportation Officer, Passenger Travel Specialist, Movement Control Team, or Branch Movement Control Team.

151. **Transportation Priority**. Indicators assigned to eligible traffic that establish its movement precedence. Appropriate priority systems apply to the movement of traffic by sea and air. In times of emergency, priorities may be applicable to continental United States movements by land, water, or air.
152. **Transportation Working Capital Funds (TWCF)**. TWCF is the United States Transportation Command portion of the Working Capital Fund transportation business area.
153. **Travel Management System (TMS)**. The General Services Administration administered system supporting the travel of Federal Agency travelers on official business for the government.
154. **Uniformed Services**. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration, and Public Health Service.
155. **Unit Line Number (ULN)**. A seven-character, alphanumeric field that uniquely describes a unique increment of a unit deployment, i.e., advance party, main body, equipment by sea and air, reception team, or trail party in a Joint Operation Planning and Execution System time-phased force and deployment data.
156. **United States Armed Forces**. Used to denote collectively only the regular components of the Army, Navy, Air Force, Marine Corps, and Coast Guard.
157. **United States Transportation Command (USTRANSCOM)**. The unified command with the mission to provide strategic air, land, and sea transportation for the Department of Defense, across the range of military operations.
158. **Water Port of Embarkation (WPOE)**. An authorized point of departure from a foreign country or the United States located at a water port.
159. **Working Capital Fund (WCF)**. A revolving industrial fund concept for a large number of defense support functions, including transportation, using business-like cost accounting to determine total cost of business activity. (Also see TWCF.)

ABBREVIATIONS AND ACRONYMS

| | |
|-------|---|
| A | Army |
| ACO | Administrative Contracting Officer |
| AF | Air Force |
| AFSC | Air Force Specialty Code |
| AIS | Automated Information Systems |
| AKA | Also Known As |
| AMC | Air Mobility Command |
| AOG | Acquisition Oversight Group |
| APOD | Aerial Port of Debarkation |
| APOE | Aerial Port of Embarkation |
| APS | Aerial Port Squadron |
| ARC | Air Reserve Components |
| BL | Bill of Lading |
| C2 | Command and Control |
| C4S | Command, Control, Communications and Computer Systems |
| CAA | Command Arrangement Agreements |
| CAA | Competent Authority Approval |
| CAC | Common Access Card |
| CCP | Consolidation and Containerization Point |
| CFR | Code of Federal Regulations |
| CG | Coast Guard |
| CIC | Customer Identification Code |
| CIM | Corporate Information Management |
| CINC | Commander-In-Chief |
| CITE | Citation |
| CIV | Civilian |
| CJCS | Chairman Joint Chiefs of Staff |
| COCOM | Combatant Command |
| CONUS | Continental United States |
| COR | Contracting Officers Representative |
| CORE | Contingency Response |
| CRAF | Civil Reserve Air Fleet |
| CRS | Commercial Reservation System |
| CSB | Customer Support Branch |
| CTO | Commercial Travel Office |
| DCMA | Defense Contract Management Agency |
| DDN | Defense Data Network |
| DFAS | Defense Finance and Accounting Service |
| DLA | Defense Logistics Agency |

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| DOD | Department of Defense |
| DOT | Department of Transportation |
| DPAS | Defense Priorities and Allocation System |
| DSN | Defense Switched Network |
| DTR | Defense Transportation Regulation |
| DTS | Defense Transportation System |
| DUSD/L | Deputy Under-Secretary of Defense (Logistics) |
| E.G. | For Example |
| EDI | Electronic Data Interchange |
| E-MAIL | Electronic Mail |
| F | Female |
| FAA | Federal Aviation Agency |
| FAX | Facsimile |
| FMS | Foreign Military Sales |
| GATES | Global Air Transportation Execution System |
| GCCC | Government Charter Coach Certificate |
| GMT | Greenwich Mean Time |
| GOPAX | Groups Operational Passenger System |
| GPMRC | Global Patient Movement Requirements Center |
| GSA | General Services Administration |
| GTN | Global Transportation Network |
| GTR | Government Transportation Request |
| HAZCOM | Hazardous Communications |
| HAZMAT | Hazardous Materials |
| HN | Host Nation |
| HQ | Headquarters |
| I.E. | That Is |
| IAW | In Accordance With |
| IBS | Integrated Booking System |
| ICAO | International Civil Aviation Organization |
| ID | Identification Number |
| INFOADDR | Information Addresses |
| ITV | Intransit Visibility |
| JCS | Joint Chiefs of Staff |
| JFTR | Joint Federal Travel Regulations |
| JICTRANS | Joint Intelligence Center for Transportation |
| JMCG | Joint Mobility Control Group |
| JOPEs | Joint Operational Planning and Execution System |
| JS | Joint Staff |
| JSPS | Joint Strategic Planning System |

| | |
|--------|---|
| JTCC | Joint Transportation Corporate Information Management Center |
| JTR | Joint Travel Regulations |
| LTRA | Lost Ticket Refund Application |
| M | Male |
| MARAD | Maritime Administration |
| MATA | Military Air Transportation Agreement |
| MBA | Military Bus Agreement |
| MC | Marine Corps |
| MCC | Mobility Control Center |
| MEPCOM | Military Entrance Processing Command |
| MEPS | Military Entrance Processing Station |
| METOC | Meteorological and Oceanographic |
| MILAIR | Military Airlift |
| MIRS | Military Entrance Processing Command Integrated Resource System |
| MUL | Master Urgency List |
| MO | Mobility Officer |
| MOA | Memorandum of Agreement |
| MOS | Military Occupational Specialty |
| MOU | Memorandum of Understanding |
| MRA | Military Rail Agreement |
| MS | Master Solicitation |
| MSC | Military Sealift Command |
| MSGID | Message Identification |
| MSNREQ | Mission Request |
| MTMC | Military Traffic Management Command |
| N | Navy |
| NAF | Nonappropriated Funds |
| NCA | National Command Authority |
| NEW | Net Explosive Weight |
| OAG | Official Airline Guide |
| OCONUS | Outside Continental United States |
| OSA | Operational Support Airlift |
| OSD | Office of the Secretary of Defense |
| PCS | Permanent Change of Station |
| PEC | Program Element Code |
| PDS | Permanent Duty Station |
| PID | Personal Identification |
| PNR | Passenger Name Record |
| POC | Point of Contact |
| POD | Port of Debarkation |
| POE | Port of Embarkation |

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|-------------|---|
| PRC | Passenger Reservation Center |
| PSRO | Passenger Standing Route Order |
| RIC | Routing Identifier Code |
| RRF | Ready Reserve Fleet |
| SAAM | Special Assignment Airlift Mission |
| SAM | Special Air Mission |
| SECDEF | Secretary of Defense |
| SECTRANS | Secretary of Transportation |
| SPOD | Surface Port of Debarkation |
| SPOE | Surface Port of Embarkation |
| SSAN | Social Security Account Number |
| STATCO | Statistical Collection of Passenger Travel |
| TA | Transportation Agent |
| TACC | Tanker Airlift Control Center |
| TAD | Temporary Active Duty |
| TALCE | Tanker Airlift Control Element |
| TCC | Transportation Component Command |
| TDY | Temporary Duty |
| TMS | Travel Management System |
| TO | Transportation Office/Officer |
| TPP | Travel Performance Period |
| TWCF | Transportation Working Capital Fund |
| U.S.C. | United States Code |
| UCN | Unique Control Number |
| UIC | Unit Identification Code |
| UN | United Nations |
| US | United States |
| USCINCTRANS | Commander in Chief United States Transportation Command |
| USTRANSCOM | United States Transportation Command |
| VISA | Voluntary Intermodal Sealift Agreement |
| WAE | When Actually Employed |
| WWW | Worldwide Web |
| Z | Zulu |